

**City of Fairfield**  
**Building Division Pool Permit Submittal Form**

Site Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Lic# \_\_\_\_\_ Phone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

Homeowner's association approval granted? Yes N/A

*If yes, copy of approval letter must be submitted prior to permit issuance.*

Pool barrier requirement acknowledgement letter submitted? Yes No

*If no, ask receptionist for acknowledgement letter to sign. This letter must be completed & submitted prior to permit issuance.*

Does the canopy of any tree extend over the pool excavation? Yes No

Are any trees being removed for construction? Yes No

If yes, are they noted on the site plan? Yes No

*The removal of certain trees (Native Oak, Bay Laurel, Buckeye, & Madrone) must be mitigated through the planning department. Contact the planning department for further details.*

Is the current electrical service 125 amps or less? Yes No

*If yes, two (2) sets of load calculations based on article 220-30 of the CEC are required to be reviewed and approved prior to permit issuance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**-OFFICE USE ONLY-**

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_

	Date	Initials
1. Plans submitted:	_____	_____
2. Pool Pre-Site notification e-mail sent:	_____	_____
3. Public Works Pre-site completed:	_____	_____
4. Building Division Pre-site completed:	_____	_____
5. Easement check completed:	_____	_____
6. Will district landscaping be affected? If yes,	Yes	No
7. Are any oak trees being removed? If yes, date of planning approval	Yes	No
8. Pool Barrier acknowledgement letter on file?	Yes	No
9. Electrical load calculations submitted & approved?	Yes	N/A
10. Homeowners Association approval letter on file?	Yes	N/A
11. Owner/Builder Verification Form on file?	Yes	N/A
12. Letter of Authorization on file?	Yes	N/A
13. Permit Ready to Issue:	_____	_____

Comments: